

EIP Recommendation 7 – Desktop Lifecycle Standards

Key Activity:	Identify Current Equipment
Description: Types of hardware and configurations Determine asset management Review of inventories	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	L		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Identify Replacement Lifecycle (Time Period) Implications
Description: Review lease purchase vs. buying (costs, contracts) Scheduling acquisition Inventory current agency practices Periodic review of standards (desktop & server) Training for new applications	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative: Funding streams
Cultural:
Dependencies on other groups:

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Key Activity:	Define Acquisition Process
Description: Review lease purchase vs. buying (costs, contracts) Vendor acquisition list Determine PC build/roles/ business need (configuration) Request free options, “hot spare” and training from vendors Inventory current agency practices Vendor scorecards Periodic review of standards (desktop & server) Create license mgmt policy	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Define Deployment process
Description: Determine security requirements Determine agency delivery preferences Determine installation process Determine vendor responsibilities vs. agencies for deployment Scheduling deployment plan	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	H		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Create license management policy
Description: Identify replacement Inventory current agency practices Periodic review of standards (desktop & server) Identify current equipment Determine agency delivery preferences Determine installation process Determine asset management Review of inventories Determine security requirements	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	H		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Develop Vendor evaluation criteria (assumes vendor provides service)
Description: Determine agency delivery preferences Determine installation process Determine vendor responsibilities including quality of service, SLA's, tools and maintenance contracts Determine security requirements	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Define Desktop Standard
Description: Types of hardware and configuration Determine security requirements Define who will administer Inventory current agency practices Identify current equipment Develop policy of non-state owned equipment (PDAs, PC, etc.) Change management/control	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Define Support Structure
Description	
SEE CONSIDERATIONS	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups: Assure this is being considered by another group or team

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Key Activity:	Define Support Function (What & Who)
Description: Determine asset management Determine vendor responsibilities vs. agencies for deployment IT training for staff	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	H		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

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Key Activity:	Define Recycle / Disposal Plan
Description Define Recycling/disposal plan – standard and other options (Charity) Review current procedures Third party disposal Security requirements Eliminate costs at end of life/return issues Define service level agreements ISO input to policy Determine mechanism to handle exceptions	

Priority (H, M, L)	Risk (L, M, H)	Incremental Cost (\$000's)	Time to Complete (months)
	M		

Considerations and Mitigation Approach (n/a if not applicable)

Legislative:
Administrative:
Cultural:
Dependencies on other groups:

